



CITY OF NEWPORT, OREGON

ASSOCIATE PLANNER / SENIOR PLANNER

The City of Newport is seeking a reliable, experienced, and professional individual to fill an open Associate Planner or Senior Planner position. This is an exempt, full-time position with a salary range between \$3,812 - \$5,019/per month for the Associate level or \$4,413 - \$5,811/per month for the Senior level. Placement in the specific position classification and salary range will be based on skills, education, and experience of the person hired.

ASSOCIATE PLANNER

This position will perform journey level professional planning duties and related responsibilities as assigned. Work involves assisting the public with zoning, subdivision, sign code and related inquiries; addressing code violations; and evaluating administrative land use actions, building permits, business licenses and special events permits for compliance with adopted land use regulations, floodplain standards, and other development oriented codes. May be assigned as staff liaison, providing technical assistance to city commissions and boards. Responsibilities may also include research, analysis and preparation of informational materials for comprehensive plan, zoning, urban renewal and related initiatives and assistance in facilitating public outreach meetings on planning related matters.

The ideal candidate will be self-motivated, curious, and eager to both learn from and share their ideas about planning concepts with co-workers and members of the general public. Newport has a small, dedicated Community Development Department staff that is looking forward to adding a new team member that enjoys working on a diverse range of projects, embraces collaboration, and is enthusiastic about helping a community achieve its growth and quality of life objectives.

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree in planning or related field AND two years related experience.

KNOWLEDGE: Knowledge of urban planning, zoning regulations, various permit requirements, land use standards, and Oregon's statewide planning goals. Knowledge of public policy analysis and architectural design.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to maintain effective working relationships with employees and City officials. Ability to communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon driver's license.

DESIRABLE QUALIFICATIONS:

Bachelors' or Masters' Degree in urban and regional planning or other closely related field and American Institute of Certified Planners (AICP) or similar certification.

SENIOR PLANNER

This position will perform a diverse range of professional planning tasks for the City of Newport, requiring the exercise of independent judgment in undertaking long range planning projects, implementing urban renewal plans, and reviewing land use applications for compliance with adopted City policies and standards. Assigned projects may include those involving land development, housing, environmental protection/mitigation, transportation, growth management, and public facilities planning.

The ideal candidate will be a strong communicator that possess experience in structuring and facilitating community engagement processes; and is adept at preparing and presenting technical reports/graphics to policy making bodies. Newport has a small, dedicated Community Development Department staff that is looking forward to adding a new team member that enjoys working on a diverse range of projects, embraces collaboration, and is enthusiastic about helping a community achieve its growth and quality of life objectives.

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be by obtaining a Bachelor's degree in urban planning or closely related field AND five years related experience.

KNOWLEDGE: Advanced knowledge of the principals of urban planning and the complex regulatory structure of related federal and state laws, rules and regulations. Knowledge of laws and regulations regarding municipal planning, including land use planning; some knowledge of local, state and federal financial assistance programs; some knowledge of project management; thorough knowledge of procedures used in collecting and presenting data. Knowledge of grant writing and grant compliance procedures is preferred but not required.

SKILLS: Skill in the use of personal computers, various related software programs and standard office equipment.

ABILITIES: Will establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Possesses the ability to prepare and analyze complex planning projects and technical reports in accordance with established land use planning procedures and permitting process. This is not a supervisory position. The ideal candidate will be able to communicate effectively, both orally and in writing, with individuals and groups, and understands that confidentiality is sometimes required of the position and must be honored.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license.

DESIRABLE QUALIFICATIONS:

Bachelors' or Master's degree in urban and regional planning or other closely related field and American Institute of Certified Planners (AICP) or similar certification.

PHYSICAL DEMANDS OF THE POSITIONS:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials over sixty-five pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required more than 35% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. In addition to completing the application, applicants must attach the following documents to their profile in order to be considered for this position:

A detailed cover letter describing how you meet the specific qualifications for this position and your interest in the position, and a current resume, detailing experience, and education. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. **The position will be open until 5:00pm June 10, 2016.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a pre-employment background check is required for all positions. Pre-employment substance screening may be required. An employment offer may be contingent on passing a physical examination for some position classifications. American with Disabilities Act accommodations will be provided upon request.